

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Award and enter into contract with Climate Control Mechanical Services, Inc. for RFP 020-0-2012/AT Sumter County On-Call HVAC/Refrigeration Repairs and New Installation, Scheduling, Maintenance and Servicing (Staff recommends approval).

REQUESTED ACTION: Award and enter into contract with Climate Control Mechanical Services, Inc.

☐ Work Session (Report Only) **DATE OF MEETING:** 9/25/2012
☒ Regular Meeting ☐ Special Meeting

CONTRACT: ☐ N/A

Vendor/Entity: Climate Control
Mechanical Services,
Inc.

Effective Date: 10/26/2012

Termination Date: 10/26/2013

Managing Division / Dept:

Financial Services/Facilities Maintenance

BUDGET IMPACT: \$43,296.00

☒ Annual
☐ Capital
☐ N/A

FUNDING SOURCE: General Fund

EXPENDITURE ACCOUNT: 001-100-519-3447

HISTORY/FACTS/ISSUES:

RFP 020-0-2012/AT Sumter County On-Call HVAC/Refrigeration Repairs and New Installation, Scheduling, Maintenance and Servicing was broadcast on 8-10-2012. Proposals were due on 9-10-2012 at 11:00 a.m. and opened at 11:05 a.m. in Room 110 of The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

Three proposals were received as follows:

1. Air Mechanical & Service Corporation
2. Climate Control Mechanical Services, Inc.
3. Keller Mechanical & Engineering, Inc.

The Selection Committee met on 9-13-2012 at 2:00 p.m. in Room 110 to discuss the proposals. Scoring was completed according to the RFP as follows:

1. Air Mechanical & Service Corporation - 6.27
2. Climate Control Mechanical Services, Inc. - 9.48
3. Keller Mechanical & Engineering, Inc. - 8.58

The Selection Committee agreed to recommend to the Sumter County Board of County Commissioners to award and enter into contract with Climate Control Mechanical Services, Inc.

The following items are attached: legal ad, proposal opening minutes, selection committee meeting minutes and score sheets from 9-13-2012, Climate Control Mechanical Services Inc. proposal, contract, and RFP 020-0-2012/AT bid document.

REQUEST FOR PROPOSALS

Notice is hereby given that the County Commissioners of Sumter County, Florida, will be receiving proposals for the following:

“Request for Proposals for Sumter County On-Call HVAC / Refrigeration Repairs & New Installation, Scheduling, Maintenance and Servicing”

Proposal information is available upon request by calling (352) 689-4435, by coming to the Financial Services Department, Suite 206, The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785, or by contacting Demand Star at 1-800-711-1712 or www.DemandStar.com.

All inquiries and questions regarding this proposal must be made only to the contact identified below and shall be made in writing by fax, e-mail, or mail:

Chris Morrison, Financial Services Support Specialist
Mailing Address: 7375 Powell Road, Suite 206
Wildwood, FL 34785
E-mail: Chris.Morrison@sumtercountyfl.gov
Fax: (352) 689-4436

The deadline for submission of questions relating to the RFP shall be, August 24, 2012 by 5:00pm. A copy of the proposal must be obtained in order to view the items being bid by Sumter County.

All proposals are due by 11:00 a.m. on September 10, 2012 to the address listed above. Late submittals will be rejected and returned unopened to the Proposer. Proposals must be firmly sealed in packaging that is clearly marked on the outside: “RFP 020-0-2012 for Sumter County On-Call HVAC / Refrigeration Repairs & New Installation, Scheduling, Maintenance and Servicing”. Sealed Proposals must be mailed or delivered to Ms. Chris Morrison, at the above address.

Upon submission, all Proposals become the property of the County, who has the right to use any or all ideas presented in any Proposal submitted in response to this Proposal, whether or not the Proposal is accepted. Proposals will be opened at 11:05 a.m. on September 10, 2012 in Room 110 of The Villages Sumter County Service Center, Wildwood, FL 34785.

The Selection Committee will meet on September 13, 2012 at 2:00 p.m. in Room 110 of The Villages Sumter County Service Center. The Selection Committee’s recommendation will be taken to the Sumter County Board of County Commissioners for a final decision on September 25, 2012.

BOARD OF SUMTER COUNTY COMMISSIONERS
SUMTER COUNTY, FLORIDA
PUBLISH 8/10/2012

RFP 020-0-2012/AT Sumter County On-Call HVAC/Refrigeration Repairs and New Installation, Scheduling, Maintenance and Servicing – Proposal opening meeting minutes.

The meeting was held on 9-10-2012 at 11:05 a.m. in Room 110 of The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

Richard Cobb was present to represent the Selection Committee. Karen Parker was present to represent the Financial Services Department.

Karen reviewed the dates associated with the RFP.

Three proposals were received on time.

The proposals received were opened in no particular order as follows:

1. Air Mechanical & Service Corporation – All copies were received.
2. Climate Control Mechanical Services, Inc. – Only received one (1) original.
3. Keller Mechanical & Engineering, Inc. - All copies were received.

The meeting adjourned at 11:11 a.m.

SIGN - IN SHEET

DATE: 9-10-12

TIME: 11:05 Am

RFP 000-0-2012/AT

BID NAME: OnCall HVAC/Refrigeration
Repairs and New Installation, scheduling,
○ Pre-Bid Meeting maintenance, and servicing.
☒ Bid Opening

- ☐ Pre-Bid Meeting *maintenance, and*
- ☒ Bid Opening
- ☐ Selection Committee Meeting
- ☐ Vendor Presentations / Selection Committee Meeting

Please list all the companies you are representing beside your name.

NAME _____

COMPANY

Karen Parker

Sumter County - Bocc

Richard Cobb

Southern County Maine

David Seydewitz

Climate Control Mech. Services

[illegible]

RFP 020-0-2012/AT Sumter County On-Call HVAC/Refrigeration Repairs and New Installation, Scheduling, Maintenance and Servicing – Selection Committee Meeting minutes

The Selection Committee met on 9-13-2012 at 2:00 p.m. in Room 110 of The Villages Sumter County Service Center, Wildwood, FL 34785.

Richard Cobb, David Wilkes, and Jackey Jackson were present to represent the Selection Committee. Karen Parker and Joe Caldwell were present to represent the Financial Services Department.

Karen reviewed the dates as listed in the RFP and turned the meeting over to the Selection Committee.

Three (3) proposals were received at the Proposal Opening on 9-10-2012. The committee discussed the variance of pricing and experience of proposals then turned in score sheets for tabulation. The score sheets are attached.

The scores are as follows:

Selection Committee	Air Mechanical & Service Corporation	Climate Control Mechanical Services, Inc.	Keller Mechanical & Engineering, Inc.
Richard Cobb	1.90	2.50	2.25
Jackey Jackson	1.97	2.78	2.73
David Wilkes	2.40	4.20	3.60
Totals	6.27	9.48	8.58

The Selection Committee agreed to recommend to the Sumter County Board of County Commissioners to award and enter into contract with Climate Control Mechanical Services, Inc.; however, if an agreement can't be met, the second choice would be Keller Mechanical & Engineering, Inc.

The meeting adjourned at 2:12 p.m.

AMS10

R. Cobb

[Signature]

Sumter County Board of County Commissioners -- RFP # 020-0-2012/AT On-Call HVAC / Refrigeration Repairs & New Installation, Scheduling, Maintenance, and Servicing

PART 2 EVALUATION AND AWARD

PROPOSALS EVALUATION

This Request for Proposals includes following all the procedures in this document and sending the sealed Proposals information to the Sumter County BOCC by the due date and time. Once Proposals are received, the Selection Committee members will independently review each submittal and score each Proposal based on the evaluation criteria. All Proposals received in accordance with this Request for Proposals will be evaluated using the following criteria.

	Score	X	Weight	=	Rating
1. Contractor's Experience and Personnel / References	<u>3.5</u>		<u>0.40</u>		<u>1.4</u>
2. Completeness of Proposal	<u>1</u>		<u>0.10</u>		<u>.1</u>
3. Level of Staff	<u>0</u>		<u>0.10</u>		<u>0</u>
4. Pricing	<u>1</u>		<u>0.40</u>		<u>.4</u>

SCORE:

0 = Non-Responsive

1 = Poor

2 = Fair

3 = Average (Included only minimum of what was asked for on subject criteria)

4 = Good

5 = Excellent

1.90 *[checkmark]*

Do not attempt to contact any Selection Committee Member, staff member or person other than Ms. Chris Morrison for questions relating to this project. Anyone attempting to lobby Sumter County BOCC representatives may be disqualified. The Selection Committee Members shall be: Jackey Jackson, Assistant Director of Public Works Operations; Richard Cobb, Maintenance Supervisor; and David Wilkes, Maintenance Technician IV.

Recommendation of award will be provided on Demand Star once award is made at www.demandstar.com. The award will be based on the Proposal that is most advantageous to Sumter County. All Selection Committee recommendations are subject to Board approval.

The Selection Committee will meet to evaluate Proposals on September 13, 2012 @ 2:00 p.m. in Room 110 located in The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

PROPOSALS AWARD

Submitters and vendors registered through www.demandstar.com will have access to award documents via the website. All others wishing to receive an official tabulation of the results of the opening of this Proposal are to submit a self-addressed, stamped business size (No. 10) envelope. Proposal results may also be requested by telephone, fax or electronic media.

Air mechanical
Jockey Jackson 9/15/12

Sumter County Board of County Commissioners -- RFP # 020-0-2012/AT On-Call HVAC / Refrigeration Repairs & New Installation,
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	Score	X	Weight	=	Rating
1. Contractor's Experience and Personnel / References	<u>2.8</u>		<u>0.40</u>		<u>1.12</u>
2. Completeness of Proposal	<u>2.0</u>		<u>0.10</u>		<u>0.20</u>
3. Level of Staff	<u>2.5</u>		<u>0.10</u>		<u>0.25</u>
4. Pricing	<u>1</u>		<u>0.40</u>		<u>0.40</u>
					<u>1.97</u> ✓ NOT complete
SCORE:					
0 = Non-Responsive					
1 = Poor					
2 = Fair					
3 = Average (Included only minimum of what was asked for on subject criteria)					
4 = Good					
5 = Excellent					

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	Score	X	Weight	=	Rating
1. Contractor's Experience and Personnel / References	<u>4</u>		<u>0.40</u>		<u>1.6</u>
2. Completeness of Proposal	<u>1</u>		<u>0.10</u>		<u>.1</u>
3. Level of Staff	<u>3</u>		<u>0.10</u>		<u>.3</u>
4. Pricing	<u>1</u>		<u>0.40</u>		<u>.4</u>

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1 = Poor

2 = Fair

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4 = Good

5 = Excellent

2.40 

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Climate Control

R. Cobb

[Signature]

Sumter County Board of County Commissioners -- RFP # 020-0-2012/AT On-Call HVAC / Refrigeration Repairs & New Installation, Scheduling, Maintenance, and Servicing

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	Score	X	Weight	=	Rating
1. Contractor's Experience and Personnel / References	<u>4.5</u>		<u>0.40</u>		<u>1.8</u>
2. Completeness of Proposal	<u>1</u>		<u>0.10</u>		<u>.1</u>
3. Level of Staff	<u>0</u>		<u>0.10</u>		<u>0</u>
4. Pricing	<u>1.5</u>		<u>0.40</u>		<u>.6</u>

SCORE:

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1 = Poor

2 = Fair

3 = Average (Included only minimum of what was asked for on subject criteria)

4 = Good

5 = Excellent

2.50 *[checkmark]*

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Climate Control
JACKY JACKSON 9-13-12

Sumter County Board of County Commissioners – RFP # 020-0-2012/AT On-Call HVAC / Refrigeration Repairs & New Installation, Scheduling, Maintenance, and Servicing

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	Score	X	Weight	=	Rating
1. Contractor's Experience and Personnel / References	<u>3.0</u>		<u>0.40</u>		<u>1.20</u>
2. Completeness of Proposal	<u>3.0</u>		<u>0.10</u>		<u>0.30</u>
3. Level of Staff	<u>2.8</u>		<u>0.10</u>		<u>0.28</u>
4. Pricing	<u>2.5</u>		<u>0.40</u>		<u>1.00</u>

SCORE:

0 = Non-Responsive

1 = Poor

2 = Fair

3 = Average (Included only minimum of what was asked for on subject criteria)

4 = Good

5 = Excellent

2.78 ✓

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	Score	X	Weight	=	Rating
1. Contractor's Experience and Personnel / References	<u>5</u>		<u>0.40</u>		<u>2</u>
2. Completeness of Proposal	<u>3</u>		<u>0.10</u>		<u>13</u>
3. Level of Staff	<u>3</u>		<u>0.10</u>		<u>13</u>
4. Pricing	<u>4</u>		<u>0.40</u>		<u>16</u>

SCORE:

0 = Non-Responsive

1 = Poor

2 = Fair

3 = Average (Included only minimum of what was asked for on subject criteria)

4 = Good

5 = Excellent

4.20 ✓
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Keller

R. Cobb

W. Wilkes

Sumter County Board of County Commissioners -- RFP # 020-0-2012/AY On-Call HVAC / Refrigeration Repairs & New Installation, Scheduling, Maintenance, and Servicing

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	Score	X	Weight	=	Rating
1. Contractor's Experience and Personnel / References	<u>2</u>		<u>0.40</u>		<u>.8</u>
2. Completeness of Proposal	<u>2.5</u>		<u>0.10</u>		<u>.25</u>
3. Level of Staff	<u>0</u>		<u>0.10</u>		<u>0</u>
4. Pricing	<u>3</u>		<u>0.40</u>		<u>1.2</u>

SCORE:

0 = Non-Responsive

1 = Poor

2 = Fair

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4 = Good

5 = Excellent

2.25 ✓

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Keller

Jackey Jackson

9-13-12

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	Score	X	Weight	=	Rating
1. Contractor's Experience and Personnel / References	3.0		0.40		1.20
2. Completeness of Proposal	2.5		0.10		0.25
3. Level of Staff	2.8		0.10		0.28
4. Pricing	2.5		0.40		1.00
SCORE:					2.73 ✓
0 = Non-Responsive					
1 = Poor					
2 = Fair					
3 = Average (Included only minimum of what was asked for on subject criteria)					
4 = Good					
5 = Excellent					

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Keller

David Wilkes

Sumter County Board of County Commissioners -- RFP # 020-0-2012/AT On-Call HVAC / Refrigeration Repairs & New Installation, Scheduling, Maintenance, and Servicing

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	Score	X	Weight	=	Rating
1. Contractor's Experience and Personnel / References	<u>4</u>		<u>0.40</u>		<u>1.6</u>
2. Completeness of Proposal	<u>3</u>		<u>0.10</u>		<u>.3</u>
3. Level of Staff	<u>3</u>		<u>0.10</u>		<u>.3</u>
4. Pricing	<u>3.5</u>		<u>0.40</u>		<u>1.4</u>

SCORE:

0 = Non-Responsive

1 = Poor

2 = Fair

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4 = Good

5 = Excellent

3.60

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SIGN - IN SHEET

DATE: 9-13-12

TIME: 2:00

BID NAME: OnCall HVAC/Refrigeration Repairs
+ Scheduling, maintenance and servicing

- Pre-Bid Meeting
- Bid Opening
- Selection Committee Meeting
- Vendor Presentations / Selection Committee Meeting

Please list all the companies you are representing beside your name.

NAME _____

COMPANY

Richard Cobb

BOSS MANU

David Wilkes

11

Jackey Jacksm

SCLPW

10m 2m 77A 10W

Future Med.

JOE CALDWELL

BOLL - FS

Karen Parker

Bocce - FS